

Iowa Council on Homelessness  
Meeting Minutes  
May 19, 2006

Voting Members Present:

Allan Axeen - HACAP	Gordon Miller - Department of Public Safety
Bill Brand - Department of Human Rights	Ray Morley - Department of Education
Anne Brown - Department of Corrections	Patrick Nestvedt - Catholic Charities
Christina M. Canganelli - Shelter House	Steffani Simbric - Cedar Valley Friends of the Family
Dennis Deitz - Iowa Finance Authority	Kevin Squires - Homeless Veteran
Kelli Foltz - Department of Veteran Affairs	Judy Songer - SIEDA Community Action
Dian Foss - Department of Economic Development	Janell Staats - MATURA Action Corporation
Jeff Gronstal - Department of Public Health	Nicki Stajcar - Department of Elder Affairs
Mario Hayslett - Criminal Justice Ministries	Lila Starr - Department of Human Services
Douglas Keast - Department of Workforce Development	Bob Steben - Department of Veteran Affairs
Anne Kinzel - Selzer & Company	Mike Wood - Mental Health Assoc. of Siouxland
Amy Knudsen - Iowa Coalition for Housing & Homeless	R. Dean Wright- Drake University

Voting Members Absent:

Virginia Beane - Attorney General's Office	Kate Ridge - John Lewis Coffee Shop
Ann Hearn - Linn County Community Services	Kelsey Ruzzi - Cascade High School
Jennifer Manders - Project Concern	James Walker - Keys of Awareness

Alternates Present:

Donna Eggleston	Loyd Ogle
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Alternates Absent:

Jeanette Buckew	Patrick J. Palmersheim
Tim Fitzpatrick	Rose Wazney
Gena Hodges	Ellen Fritz
Becky Kinnamon	Erin Haafke

Others Present:

Chad Brown	Warren Malley
David Eberbach	Sherry McDonald
Julie Eberbach	Jim Newton
Erin Hasky	Keith Petry- Salvation Army (Des Moines)
David Hicks	Christy

Iowa Finance Authority Staff (IFA):  
Lyle Schwery – Homeless Programs Coordinator

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### **Call to Order & Introduction**

Chairman Wright called the May 19, 2006, meeting of the Iowa Council for Homelessness to order at 10:00 a.m. A quorum was not established.

Introductions were made by those present at the host site and at the remote ICN locations.

### **Executive Committee Report**

Dean Wright, Chair of the Executive Committee, reported to the Council that the Homeless Strategy document has been produced and everyone should have received a copy via e-mail. He also stated that the sub-committee met and edited the documents so we have a Comprehensive Strategy from the State of Iowa. He mentioned that the Council plans to submit this to the Governor's office as the updated strategy.

Motion: Ms. Diane Foss made a motion to approve the Comprehensive Strategy and Action Plan. With there not being a second a roll call vote was taken since some of the Council members felt they needed more time to review the Strategy and Action Plan.

Roll Call Vote: **YES:** Allan Axeen, Anne Brown, Christina Canganelli, Jeff Gronstal, Steffani Simbric, Judy Songer, Lila Starr, Mike Wood, Dean Wright, Loyd Ogle, and Jim Newton. **NO:** Kelli Foltz, Diane Foss, Mario Hayslett, Doug Keast, Anne Kinzel, Amy Knudsen, Gordon Miller, Ray Morley, Patrick Nestvedt, Kevin Squires, Janell Staats, Nicki Stajcar and Bob Steben.

Chairman Wright stated that the motion had failed.

Mr. Schwery stated that at the next meeting we will bring this up again and make sure that they will get it out to everyone for comment.

Ms. Anne Kinzel asked if that included posting it on the website and making it available for public comment.

Mr. Loyd Ogle mentioned that if the Iowa Finance Authority will not let the Council use the website to facilitate the Council's wishes that he and Mr. Schwery will work together on this issue and bring it back to the Council with a recommendation of either the Council using the website as it wishes or alternatives to look into.

Mr. Gordon Miller asked if the documents have been shared with the public in anyway besides the website.

Mr. Ogle replied that anytime a state or entity communicates any documents in writing to another party it is a public document under the "Open Records Act". He would distinguish that from the issue of whether it is posted on the website that there are many ways a document is made public and there are many documents that never appear on a webpage that go through a public comment period. He mentioned that the legal standard has been met by these documents being circulated to members of the Council.

Ms Foss asked that during the next two months the Council review these documents and provide their comments to Mr. Schwery, so a vote can be taken at the July meeting. Following the vote, they should be posted on the website for public comment. She stated that she thinks it is very important to have a document that the Council approves of before it goes out for public comment.

A question was raised on what the impact of delaying these documents would be.

Mr. Schwery responded that these documents are a strategy and a one-year action plan for the year 2006. We are already in the fifth month of 2006, even without the delay.

Motion: Mr. Miller made a motion to reconsider the prior motion to approve the Comprehensive Strategy and Action Plan. With a second by Ms. Kinzel, the Council unanimously approved the motion to reconsider.

Motion: A motion was made to amend the approval of the draft of the Comprehensive Homeless Strategy for Iowa and the Annual Action Plan prior to the public comment period and following public comments be reviewed and returned for final approval at the July meeting. Seconded by Mr. Gronstal, the Council unanimously approved the motion to approve the amended draft of the Homeless Strategy and Annual Action Plan.

With no further discussion, Char Wright appointed a Bylaws Sub-Committee to review and amend the Council's bylaws.

Ms. Starr, Ms. Foss, Mr. Wright and Ms. Kinzel, nominated themselves for the committee.

### **Continuum of Care Committee Report**

Amy Knudsen, Chair of the Continuum of Care Committee, reported to the Council that the applications have changed quite a bit this year and thanked all the members of the Continuum of Care Committee and application review team for all of their hard work.

Ms. Knudsen stated that the total request for 20 renewing projects is \$3,696,831. There were two new projects that were submitted for a total of \$660,000, with a combined total of \$4,366,891. She mentioned that the projects were reviewed and scored by teams of two. The second, third and fourth place winners all resulted in a tie which was calculated by the continuum score. At that point whichever project's score was the highest won the position.

Shelter Plus Care and Manasessh House are two new projects that came from Dubuque, Iowa.

Motion: Ms. Knudsen made a motion to accept the scoring and ranking for the projects of the HUD application. Seconded by Mr. Jeff Gronstal, the Council unanimously approved the motion.

Motion: Ms. Knudsen made a motion for the Continuum of Care Committee to convene in June to begin working in on next year's application. Seconded by Mr. Gronstal, the Council unanimously approved the motion.

Mr. Lyle Schwery mentioned that he will work with Ms. Knudsen to get a date coordinated for the Continuum of Care Committee meeting.

### **Approvals**

#### **March 17, 2006 Agenda**

Chairman Wright introduced the agenda for the May 19, 2006, meeting.

Motion: On a motion by Amy Knudsen and seconded, the Council unanimously approved the May 19, 2006 Council meeting agenda.

#### **March 17, 2006 Minutes**

Chairman Wright introduced the minutes for the March 17, 2006, meeting.

Motion: On a motion by Mr. Gronstal, seconded by Mr. Miller, the Council unanimously approved the March 17, 2006, Council meeting minutes.

### **Nominating Committee Report**

#### **Election of Officers**

Lila Starr, Chair of the Nominating Committee, reported to the Council that they are currently at full membership and there are no additional openings to address. The nominating committee asked each individual who indicated that they were willing to run for one of the offices to provide a bio on their background to help with the selection process.

Mr. Schwery mentioned that HUD's new requirements for office positions are that they rotate between public and private sector and serve a two-year term. The Council has not addressed the two-year term and their bylaws do not address public and private sector membership. He mentioned that this will be something to look into in the future and for now will satisfy HUD since the Council has had a private sector individual in the Chair position for two years and will now have public sector individual at the helm with a private sector individual as Vice Chair. He stated that HUD is also requiring 65 percent representation from the private sector and right now the Council is at 60 percent. Because the executive order mandates that twelve state agencies are members of the Board, we are going to have to increase our total voting membership by 5 percent.

Ms. Starr thanked Chair Wright for all the hard work he has done as chairman.

Ms. Starr made a motion on behalf of the Nominations Committee to elect the following slate of officers to serve the Iowa Council on Homelessness in the coming year. Chairman, Douglas Keast, Vice Chairman, Jennifer Manders and Secretary, Allan Axen. Seconded by Ms. Foss, the Council unanimously approved the motion to elect the above slate of officers.

Mr. Ray Morley introduced Ms. Donna Eggleston whom is a new member with the Department of Education working on the Homeless Council.

### **Policy and Public Awareness Committee Report**

In the absence of Mr. Dennis Dietz, Mr. Schwery gave the report to the Council. He mentioned that the Discharge policy was submitted some time ago and have already received a report from the Governor's staff stating that the letter and documents for setting a policy for discharge planning in all state departments has been sent out to various state agencies and is getting some comment and feedback from those various departments on setting a timeline and adopting our comments.

### **Research and Analysis Committee Report**

Mr. Allan Axen, Chair of the Research and Analysis Committee, said he had nothing to report at that time.

### **HMIS Committee Report**

Mr. Dave Eberbach updated the Council on the new reporting tool software that all their agencies should have by July 1, 2006. The information gathered with this new software is used to produce reports for special request from cities and/or counties that request their current status in their region. It is also used to provide information to state agencies and other agencies upon their request.

Ms. Foss mentioned that the State uses it for their annual reports on CDBG, Home Money and ESGP. They also get data from the Institute before they give their reports to HUD.

Ms. Julie Eberbach mentioned that she is hoping to do an annual report in 2006 for the Institute for Community Alliances with this software. She also stated that the long range goal of the software is that it will help the Institute to be able to access needs and allocate resources.

## **Reports & Activities**

### **State Housing Trust Fund (SHTF)**

In the absence of Mr. Dietz, Mr. Ogle updated the Council on the State Housing Trust Fund which was created four years ago and placed under IFA. SHTF has approximately \$2,000,000 although some funds are tied up in loan portfolios. IFA has issued a timeline for a Housing Trust Fund round which is currently issued and on their website. He mentioned that there are two pieces to the Trust Fund that are legislatively mandated: 60 percent of funds are distributed to Local Housing Trust Funds that have been certified by the state; 40 percent of the funds are distributed to individual programs that do not have a Trust Fund covering their geographical area.

Ms. Knudsen mentioned that the Iowa Coalition for Housing & Homeless has sent notices out that they will not be having their annual housing conference this year. Instead, they will be a partner with IFA at the Iowa Housing Conference with a few different workshops and Keynote Speakers: Henry Cisneros, Carl Guardino, and Jonathan Kozol. She also mentioned that the Governor was invited to attend.

### **Homeless Coordination: Continuum Care Application & Homeless Assistance Program**

Mr. Schwery reported to the Council that the Continuum of Care Application is now completed and should be ready to send off to Washington by the end of the afternoon. He stated that this year the scoring and ranking did not affect anyone; if they scored well, everyone received their money. Next year there will only be \$100,000 to \$200,000 available for new projects. The Continuum Care of Committee will meet in June to discuss HUD's reallocation process, since it will not be able to wait until next year.

Mr. Schwery reported that the Homeless Assistance Program has 129 applications, 118 of them were funded and they are working on getting out their contracts. He also mentioned that the main change this year is that there will be one administrator. He announced that Iowa Institute for Community Alliances will be the administrator of the program.

## **Old Business**

Ms. Erin Haafke reported to the Council that she had brought along an updated legislative report for the Department of Elder Affairs for the Council's viewing.

Ms. Eberbach reminded all providers and folks that are associated with providers that the 2<sup>nd</sup> AHAR will conclude June 30, 2006 and the 3<sup>rd</sup> AHAR will start on July 1, 2006 through the end of the year. She also mentioned that training for providers for the Homeless Assistance programs will be held June 13, 2006.

Ms. Eberbach encouraged participation in HUD's third annual National Conference on Homeless Management Information Systems, followed by HUD's National Housing and Homeless Conference that will be held in Denver, Colorado, in September.

Major Petry informed the Council that the Salvation Army's Annual Dinner that will be held Tuesday, May 23, 2006, at the Downtown Marriott in Des Moines. The special guest will be Jill Sanderson, followed by a silent auction.

### **New Business**

There was no “new business” to discuss.

### **Next Meeting Date**

Chair Wright thanked everyone for a great two years as Chairman on the Council and reminded members of the next Council meeting which will be held, Friday, May 21, 2006 at 10:00 a.m.

Motion: On a motion by Mr. Gronstal, seconded by Ms. Knudsen, the Council unanimously approved to adjourn the Council meeting at 11:45 a.m.

Dated this 21st day of July, 2006,

Respectfully submitted:

Approved as to form:

Callie Sheil, Administrative Assistant  
Iowa Finance Authority

Doug Keast, Secretary  
Iowa Council on Homelessness